

Wasatch County Library

Library Board Meeting Minutes – APPROVED

Friday, ~~January 16~~December 13, 2020-2019 Started at 12:05 pm

In attendance: Juan Lee – Director, Heather Epperson, Chairperson, Mitzi Nelson – Secretary, Cristina Spicer and Nancy Coleman – Members, and Kendall Crittenden – County Council.

Excused: Danny Goode, County Council

1. Call to Order & Welcome: Heather Epperson, Library Board Chairperson

2. Approval of Minutes: October 25, 2019

Motion made to accept minutes as Cristina. Seconded by Nancy. Motion passed with Kendall abstain as he was not at the meeting.

3. Consent Agenda Items

A. Library Director's Report:

1. No questions about the report.
2. ~~T~~Action passed to approve the policy approved in October 2019 that the Library would not ~~access~~assess and collect fines involves much work behind the scenes and is still in the process of being implemented. Staff wants to be sure it is working properly before presenting it to the public. The late fees will be waived when the new policy is introduced.

Public has been hearing about the new policy and have been asking about “food for fines” for December. The ~~program is not~~accessing library is not charging late fees now, but prior late fees are still in the system. The staff is explaining the new policy to patrons and waiving their late fees. If they want to still pay it, they may donate the money to the Library or to another good cause in the community. There is no way to do a batch delete. The remaining late fees will be deleted when the Library migrates to a new system this spring. The staff will continue to collect funds for missing-lost or damaged materials.

Juan will be talking with Bryce Hendley~~(?)~~, Heber Pantry Leader at the Community Action group about the Library continuing to accept food donations and the best way to handle them. He will report back with his findings regarding collection methods at the Library and pick up by Community Action. Possibly exchange a food item for a discarded or donated book.

The Library still needs to make a statement for PR about the new policy. Possibly - New Year, New Policy with mention of no fees, donations and food for books. Juan will follow up on this.

3. Budget - Some staff are still concerned about not collecting fines. Juan has asked them to be positive about it when they discuss the changes with patrons. Juan has explained to the staff that the \$19,000 collected in 2018 for fines/damages/lost materials doesn't really impact ~~the budget~~the library's ability to purchase new materials.

Andy and Juan were able to determine that ~~of money collected by the Library~~ about 25% of money of the money collected by the Library is for lost/damage materials and 75% is for late fees.

With the budget concerns, he discussed with staff the need to make sure that the Library is still trying meet the demand for have the materials the patrons are asking to check out. The staff and Juan will keep track of requests and review them for purchase or requesting them from ~~Library-Interlibrary loan~~Loan. He feels that they are able to fulfill the requests currently.

4. Sally was able to do a story time at the Christmas Festival for Children with the Children's Justice Center. Juan was not able to find the location.
5. Juan met with the media Specialist Northwestern Utah Education Services about the SORA program-app for OverDrive used by the students in the district for accessing e-resources. Within the SORA technologyapp, NUES can tie-make the Wasatch County ~~Public~~ Library collection readily accessible for the students ~~to see what the Wasatch County Library for eBooks~~. That would make our collection more accessible to the students and they can access it with the same student id they use to access materials on SORA. Juan can coordinate with the NUES media specialist to determine what our Library could purchase to add to the materials available for students without duplicating what is already there in SORA.
6. Alice has redone the logo for the Library and the Library will be consistent in its use.
7. Kendall brought up the issue of a book drop-offs in the community. Juan suggested when we draft a strategic plan for the Library we discuss and include this matter in the plan. Then we can decide at that time our equipment needs, resources and costs and where this would

be as a priority for our patrons. We can explore business and county partnerships with this also.

B. Upcoming Library activities & events

1. Juan encouraged Trustees to attend any events they would like.
2. Juan and some Library staff will be attending training in Grantsville on December 17-19th. They are implementing the new computer program that we are considering. One of the trainers for this new program is coming to Grantsville and invited Juan and our staff to attend.
3. Library staff would like to close at the same time as the other county departments on December 31st.

Motion: to have the Library close at 5 pm on New Year's Eve, the same time as the other county office will close.

Motion made by Kendall. Seconded by Cristina. Motion passed unanimously.

4. Business.

A. ACTION: New Library board meeting times:

Proposed January 16, 2020 Board meeting and Board Trustee annual training.

Motion: Change the January Board Meeting from January 10, 2020 Board Meeting to January 16, 2020 from 12:00 to 2 pm.

Motion made by Heather. Seconded by Nancy. Motion passed unanimously.

B. DISCUSSION: Library budget for CY2020. Handouts #9-12

1. #9 Revenues with Comparison to Budget Tax revenues are starting to come in the middle of November.

Mitzi asked Kendal to speak about the impact of the property tax error on the county and especially the Library. He said that the County Council will probably decide to do the corrections over the next three years. The Library will be impacted the same as the other divisions in the County.

Discussion was held about various line items.

2. #10 Final Budget Request. Handout shows the 2020 budget breakdown that Juan presented to the Auditor's Office and then presented to the Public Hearing on the County Budget last week. The difference between 2019 and 2020 is a 6.6% increase. This includes grant monies that will be coming to the Library. Discussion was held about various line items and how staff restructuring (#12) will impact the budget.
3. #12 Library Staff Restructuring. Discussion was held about the staff restructuring plan. This has been presented to the staff and Juan is continuing to work on this with Dave Rowley in the County's HR department and other resources to come up with a plan that will work with Wasatch County Library.

#12 page 3: Comparison of 2019 budget with 2020 budget. The staffing restructure only impacts the budget by \$40,000. No changes have been made for many, many years and the Board agrees that restructure must be made for the staff.

C. DISCUSSION: Status of the Friends of the Library group. Handout #4 Friends Planning Retreat Minutes

1. Two artist exhibits have been set up and will be overseen by Ann Lane. Discussion about liability for exhibits was held. Juan will get a copy and an explanation of Library's insurance policy that the Library. Cristina suggested to get a copy of the Declaration page.
2. The Library needs to think about how to handle the donation tree. Campaign was not kicked off. Discussion was held on the donation and future of the Friends. Mitzi suggested that this be tabled to a future Board Meeting as Juan has enough on his plate with budget, staffing and collections at this time. Cristina suggested that the Board includes this when the Board starts to draft a Strategic Plan for the Library. This will be discussion later in the spring.

D. DISCUSSION: Boycott of Macmillan Publishing eBooks. Handout #14. All libraries in Utah signed on for this. The biggest issue with Macmillan is that they are saying a library, no matter the size, can only order one electronic copy for the first 8 weeks after it is published.

E. DISCUSSION: Library Board Self-Evaluation. Handout #13 This can be used as a resource for setting Board Goals. Discussion on this will be in a future board meeting.

F. DISCUSSION: Director's Evaluation. Handout #15 When we will do this? Look over Handout #15 and see if that is what we want to use. Juan will get copies of The Successful Trustee Handbook.

The Library Trustee Practical Guidebook for us to look at. His one-year date would be in April and that would be a good time. Board will revisit this in a future board meeting.

Motion to adjourn made by Heather. Seconded by Nancy. Motion passed unanimously. Adjourned at 1:45 pm.

Audio recording of meeting is posted online.

**THESE MINUTES WERE APPROVED AT THE REGULAR LIBRARY BOARD MEETING
HELD ON 01/16/2020**